

## Criteria for determining duplicate bibliographic records (WYLD Technote 104)

*Merging items to bibliographic records that are not exact matches reduces the number of records that appear as duplicates in the hit list when patrons search the WYLD database. Having multiple copies of a title linked to the same bibliographic record ensures that the next available copy will be used to fill a request.*

First step: Determine which category applies to item:

1. Fiction print materials
2. Non-fiction print materials
3. AV materials

### Merging of FICTION items

Does the patron need special equipment in order to use the item?

- Bibliographic records being merged must describe the item in the same type of format.
- Cassettes and CDs are not merged together
- DVDs and Videocassettes are not merged together
- Large print items are not merged to a non-large print record

Often items may look different, but their content is still the same. Fiction works are merged unless there is a statement on the item indicating that there is a difference, such as includes a special introduction, preface, afterword or illustrations. Anniversary editions, or other special commemorative editions are not merged unless the other record also describes the same anniversary or commemorative edition.

If the primary difference is the binding, one is hardcover and the other paperback, the items are merged on one record. This narrows the hit list of records displayed to the patron in WYLD CAT. Libraries are encouraged to use the item type in their item record to indicate the type of binding on their copy. Records are not merged if it appears content of text is no longer the same.

*Paperback to hardcover:*

1. If paperback has the same publisher as the hardcover edition even when size and pagination differ, the item is merged. The difference in size and pagination are the result of formatting and font changes.
2. If paperback publisher is a subsidiary of the parent company that published the hardcover edition, it is considered to be the same publishing family. Again size and pagination will differ. The publisher's edition of *Books In Print* is consulted to determine relationships between publishers.
3. Book club editions are merged in the same way. These appear identically on the hit list; publisher and date are the same as the regular hardcover edition. Experience has shown that generally, the only place this book club edition information appears on the item is on the front, inside flap of the dust jacket. The difference between this version of the title and the hardcover edition is merely in size and pagination, a result of use of a different font in printing. The text has not been altered.
4. Records are evaluated for differences in catalogers' interpretation of information from the chief source of information and of cataloging rules. Catalogers have different opinions on which name to use for the publisher, some choose Kensington Publishing Corp. while others choose Zebra

Books. Some choose printing dates as the publication date and create a new record for that printing date. Others choose one date in a series of copyright dates.

5. If the ISBN of the record being merged is different from any of the ISBNs on the record being retained, that new ISBN is added to the bibliographic record being retained. The 020 for this new ISBN is entered directly below the tag(s) of the original ISBN(s). If necessary for clarification, brief publisher information is entered in parenthesis after the ISBN being added.  
020 9780312986766 (St Martin's pbk.) :lc\$7.99

### **Merging of NON-fiction items**

*Paperback to hardcover:*

Records are not merged if it appears content of text is different.

1. Edition statements are evaluated carefully. Different numeric editions (1st, 2nd ed.) are not merged because there is often differences in text.
2. Publication dates are evaluated carefully. Different dates, along with a different numeric designation in the edition statement, indicate a different version of the title where content has been changed.
3. Records are not merged if there is a difference in writer of a prologue or an introduction, afterword or illustrations.

### **Merging of AV materials**

Duplicate records can be created as the result of how catalogers create the bibliographic records. If there is no 1xx tag, the name that appears in the hit list as the Author comes from the first 700 tag on the bibliographic record. Since one cataloger may not list those added entry names in the same order as another cataloger, it is necessary to evaluate the entire record before importing a new record for the same title.

*Baker and Taylor order records:*

B&T order records for AV materials display a catalog number in the 020 tag instead of a real ISBN. The system automatically adds the 978 prefix to the catalog number and uses that invalid 'ISBN' to create a title control number. Since the system uses the title control number as a match point for determining duplication when importing new records, these invalid 'ISBN' title control numbers result in the creation of duplicate bibliographic records. Comparing the UPC number in the 024 tag on different records will help confirm suspected duplicate bibliographic records. These Baker and Taylor AV records typically have a series of letters in the 001 tag, e.g. BEDDTW 2264367

*Midwest Tape records:*

Bibliographic records from Midwest Tapes, identified by the initials MWT in the 003 tag, can also cause duplicate records when the title control numbers don't match ISBNs on incoming records.

*CD books and cassette books/DVD recordings and VHS recordings:*

Don't rely entirely on the hit list display to determine if there are duplicate records. WYLD libraries should enhance the GMD (general material designation of subfield h in the 245 tag) of videorecordings that are DVD and sound recordings that are CD books. When this is not done, it can appear from the hit list that there is no record in WYLD for a DVD version of a title or a CD book version of a title. One must look at the bibliographic records before importing a new record for these materials.